ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Introduction to ADP Course

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FROM:		EXTENSION	NO.	
C/ISTD			DATE 10 October 1985	

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. ADC/OTE				John,

Review of the Introduction to ADP course was completed in 3rd quarter. The topic should be on the agenda for the Curriculum Committee meeting next week (16 October). Attached is some background material for the committee members. The bottom line is that we would like approval from the Committee to offer the course in a self-study rather than classroom mode starting immediately. The videotapes are already in the Learning Center. A CBT version should be ready by 1 January 1986. The material is available commercially, and we are in the process of ordering it now. The two PC's to deliver the CBT should also be in by 1 January 1986. |
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FORM 610 USE PREVIOUS EDITIONS
I-79

GPO : 1983 0 - 411-632

4 October 1985

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MEMORANDUM FOR:
Assistant Director of Training for Curriculum

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FROM:
Chief, ISTD

SUBJECT: Introduction to ADP Course

1. A review of basic automated data processing information available in a self-study mode was undertaken in August, 1985. The purpose of this review was to identify ways that the Introduction to ADP (IADP) course could be obtained outside the classroom. Our premise was that if there is appropriate IADP self-study material available, then traditional classroom instruction is not an essential offering.

2. The review identified videotapes available in the Learning Center at Headquarters as well as CBT materials which could be purchased from commercial vendors when PC's are installed in the Learning Center. Classroom courses sponsored by OPM and USDA were also noted.

3. Since we found the quality, variety, and accessibility of the self-study materials to be quite adequate, we decided to withdraw the IADP course from the FY86 classroom schedule.

4. In so doing, we are sending each of the applicants in the queue a copy of the TSD Notes to Training Officers, (please see Attachment 1), which references IADP materials in the Learning Center. It should be noted that as of 29 August 1985, the IADP queue consisted of 33 applicants from OIT, 24 from IMS, Logistics, and Finance, and 7 from OTS, OCR, and OP.

5. A more complete list of ways to obtain basic ADP information is presented in Attachment 2.
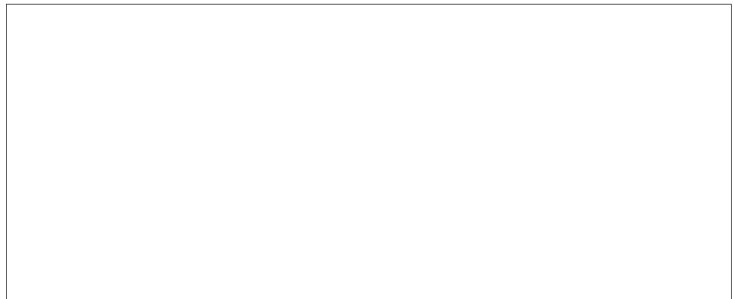
SUBJECT: Introduction to ADP Course

6.   Also, for those employees who are interested, but unfamiliar with Agency systems, ISTD and OIT have discussed collaborating on a one to two hour briefing which could be offered twice a year.

7.   In sum, it seems that the opportunities outside an ISTD classroom for acquiring introductory ADP information are sufficient to meet the needs of virtually all of our potential consumers in the immediate future.

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2 Attachments
   1. Info for Notes to TOs
   2. Available ADP Info

2

Information About IADP Course to be Included in
TSD "Notes to Training Officers"

The Introduction to ADP course will not be part of the
FY86 classroom schedule.

Basic information about automated data processing may be
obtained in the Headquarters Self-Study Center, GF-39. Video
Material from DELTAK includes a series entitled "Understanding
Data Processing." This 6-part series covers Information
Processing, The Computer System, Information Systems, Data Base
and Distributed Systems, Data Communications and On-Line
Systems, and The Data Processing Interface. The DELTAK Journal
includes topics on Human Dimension of Automation, Problems and
Challenges for the Office, Environment Design in the Automated
Office, and Manager in the Automated Office. Also available in
the Self Study-Center is a book by Shelly & Cashman entitled
Introduction to Computer and Data Processing.

ATTACHMENT 1

The following list identifies 7 ways employees might obtain introductory ADP information.

1) <u>VIDEOS</u> in the Self-Study Center (GF-39):

> <u>DELTAK</u>
> Understanding Data Processing, a 6 Course Series:
>
> Information Processing
> The Computer System
> Information Systems
> Data Base and Distributed Systems
> Data Communications and On-Line Systems
> The Data Processing Interface
>
> <u>DELTAK JOURNAL</u>
>
> Human Dimension of Automation
> Problems and Challenges for the Office
> Environment Design in the Automated Office
> Manager in the Automated Office

2) <u>BOOKS</u> (Available in the Agency's Self-Study Center):

> <u>Introduction to Computer and Data Processing</u>, Shelly & Cashman, 1980.

3) <u>COMMERCIAL CBT COURSES</u> (MAINFRAME):

	TITLE	VENDOR
	Basic Computer Concepts	The Courseware Developers
	Intro to DP for End Users	CRWTH
	Computer Literacy	DP Education Corporation
*	DP Concepts	DP Education Corporation
	DP Concepts	Computer Systems Research
	Intro to DP	ASI
*	Developing DP Skills for End Users	CRWTH
	Data Communications for End Users	CRWTH

*Reviewed & recommended for purchase by CBTG (memorandum, 12 October 1984).

ATTACHMENT 2

4) **COMMERCIAL CBT COURSES (PC)** (MAY BE OBTAINED FROM):

> ASI
> 2340 S. Arlington Heights Rd.
> Arlington Heights, IL 60007
> (800)238-2625
>
> Computer Systems Research (CSR)
> 40 Darling Drive
> Avon Park South
> Avon, CT. 06001
> (203)678-1212
>
> The Courseware Developers, Inc.
> 1075 Tolland Turnpike
> Manchester, CT. 06040
> (203)646-4105
>
> CRWTH Computer Coursewares
> 6134 Wilshire Blvd., Suite 200
> Santa Monica, CA 90401
> (800)282-2372
>
> Data Processing Educational Corporation (DP Ed)
> 4588 Kenny Road
> Columbus, OH 43220
> (614)457-0577
>
> Federal Sales Consultant
> McGraw-Hill Book Company
> Training Systems Division
> PO Box 451
> Hightstown, NJ 08520
> (609)799-9634
>
> The Institute for Professional Education
> 1515 North Court House Road
> Suite 303
> Arlington, Va. 22201
> (703)527-8700

5) **USDA Courses**:

> Introduction to Data Processing
> Basic Concepts of Data Processing
> Introduction to Microcomputers
> Teleprocessing and Data communications
> Introduction to IBM PC

6) <u>OPM Courses</u>:

        ADP Systems Analysis for Managers
        Executive Seminar in ADP & Information Technology
        Management Introduction to ADP
        Management Orientation to Office Automation
        Design of Office Information Systems
        Implementing Office Automation
        Integration Office Operations with Information Technology
        Introduction to Office Automation
        Management Skills for the Automated Office
        Office Automation Requirements Analysis
        People: Key Factor in Office Automation
        Computer Literacy for Managers and Supervisors
        Conducting a Teleconference
        Electronic Mail: Techniques and Applications
        Micrographics in Automated Information Systems
        Seminar on Microcomputers
        Seminar on Minicomputers
        Introduction to ADP Systems Analysis

        <u>To Apply to OPM</u>:
        Office of Personnel Management
        Office Systems Management Institute
        PO Box 7230
        Washington, D.C. 20044
        (202)632-4184

7) <u>EXTERNAL TRAINING</u> (University of Virginia):

        COMM 320 Introduction to Business Information Processing
        (3) (Off Campus Program)

        COMM 427 Analysis and Design of Management Information
        Systems (Off Campus Program)